

STATEMENT OF WORK

FOR

TV STUDIO SERVICE – LIGHTING DIRECTOR SERVICE

Introduction

The VOA TV facility is an International News and Cable Networks in its standards of operation, quality and distribution of programming. The facility has multiple control rooms and studios. The VOA Television Branch is unique and challenging given that programming is conducted in multiple languages, with show talent coming from many nationalities and cultures. Contractors are expected to conduct themselves in a professional and respectful manner. Good organizational and interpersonal skills are required due to the challenges of multilingual broadcasting.

Scope

Contractor shall provide general studio technical support utilizing Government equipment on site at one of the various VOA Television Facilities or in the field as assigned. The contractor may have to work in various studios with various equipment for live, recorded or rehearsal/blocking sessions. The Contractor will program and operate associated equipment in accordance with the day's requirements. He or she may work in conjunction with other Technicians, a Program Director and Producers to create a final product ready for live broadcast, or recorded for transmission at a later time. The contractor shall be able to work well under pressure, meet deadlines, and have a positive attitude.

Tasks

Lighting Director Must be able to perform the following:

- Turn on lighting boards located in Control Room areas (such as The Element and Smart fade lighting consoles)
 - Complete a Dimmer check
 - Change lamps (in various lighting equipment)
 - Be able to focus a light
 - Be able to read a light meter
 - Be able to open and patch a circuit into a dimmer and then a dimmer into a channel
 - Be able to adjust the level on a light, without effecting in on air.
 - Be able to adjust the colors on a RGB led fixture
 - Record a new sub master
 - Edit an existing Sub master
 - Copy a sub master
 - Have comprehensive knowledge of ANSI codes
 - Work with and assist maintenance team to analyze equipment issues as needed.
 - Compose/update write-up lighting plot for programs that the Lighting Directors creates
 - Help to advise Directors and Producers about studio lighting equipment capabilities.
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Government-Furnished Property, Material, Equipment, or Information (GFP, GFM, GFE, or GFI)

FACILITY and EQUIPMENT: The VOA/IBB shall provide the Contractor a work area, computer, and telephone to operate within the Cohen Building, Washington D.C. Government computers and equipment will be used for official use only.

Security

BUILDING ACCESS/ID CARD: Contractor shall enter the main entrance of the Cohen Building and report to the Security Manager, and submit a request for a VOA ID card via the Contractor Verification System (CVS). Upon verification and notification of an approved application, the Contractor will report to the Security Manager's office for issuance of an ID card (Monday & Wednesday, 9am to 3pm). This ID card must be carried at all times while performing duties and must be used to access the Cohen Building.

If the Contractor fails to pass a security background check, the contract will be terminated.

Place of Performance

Voice of America

Broadcast Operations

Cohen Building

330 Independence Avenue, SW,

Washington, DC 20237-0001

Period of Performance

The period of performance will commence on or about April 1, 2017 and shall have a five (5) year ordering period.

Each order has a NTE 2,000 hours.

CONTRACT TYPE

The contract will be BPA with orders places on a Firm-Fixed Price basis

EVALUATION CRITERIA

The contractor will show evidence that s/he has worked as a Lighting Director over the past 5 years in a Television Studio, Theatre or "on-site" at a remote location.

The quality and efficiency of the services performed by the contractor shall be reviewed on a regular basis to ensure that the contractor is meeting the requirements of the government.

SUBMISSION OF INVOICES:

Vendor is required to bill, no more frequently than once a month, via the Treasury vendor self-entry system of IPP, www.ipp.gov.